



EMERGENCY **E**VACUATION **P**LAN

**GRAFTON MEMORIAL
MUNICIPAL CENTER
30 Providence Road**

Initiated: 6/24/2013

REVISED: 7/2/2013, 7/8/2013, 8/13/2013

TABLE OF CONTENTS

EEP INTRODUCTION & PURPOSE	2
EMERGENCY PHONE NUMBERS	3
BUILDING DESCRIPTION	4
HOW TO REPORT A FIRE	4
WHAT TO DO WHEN AN ALARM SOUNDS	5
EVACUATION PROCEDURES	5
EMERGENCY SHELTER WHEN ACTIVATED	6
○ If the Alarm Sounds When You Are Sleeping.....	6
○ Fire Drills – Vandalism – False Alarms	6
• Occupants with Special Needs and/or disabilities	7
• After Exiting the Building	8
DESIGNATED MEETING SITES.....	9
• Designated Meeting Site Chart.....	10
• Designated Meeting Site Map	11
FLOOR EVACUATION ORGANIZATION	12
• Floor Marshal.....	12
• Fire Warden.....	13
• Department Responsibilities.....	14
• Rescue and Medical Responsibility	14
• Special Needs / Disability Aides	14
LIFE-SAFETY SYSTEMS.....	15
EEP ADMINISTRATION	16
APPENDIX A – Sample Floor Evacuation Diagrams.....	17
APPENDIX B – Floor & Room Numbering Diagram	20
APPENDIX C – Special Needs Evacuation Registration Form.....	23
APPENDIX D – Designated Floor Marshals & Fire Wardens	24
APPENDIX E – Building Occupants Lists	27
APPENDIX F – Relocation Plan Emergency Shelter Residents.....	28
APPENDIX G - EEP Quick Guide: Municipal Center Regular Business Hours	30
APPENDIX H - EEP Quick Guide: After Hours Use Of Municipal Center.....	31
DESIGNATED MEETING SITES DIAGRAM.....	32

EMERGENCY EVACUATION PLAN

INTRODUCTION & PURPOSE

The Emergency Evacuation Plan (EEP) has been designed to inform building occupants, tenants and users of emergency procedures that may save lives in a crisis situation. The EEP provides a system for protection of life and property in the event of a fire, explosion or other emergency requiring building evacuation. Occupants, tenants and users should become familiar with the contents of this plan and become aware of the procedures for an orderly evacuation in the event of a life-threatening emergency.

An EEP combined with occupant familiarity with a building minimizes threats to life and property. In addition, 527 CMR and the Grafton Fire Department require that public buildings have a written EEP. This plan applies to all emergencies where occupants may need to evacuate the building for personal safety.

This EEP is intended to communicate the policies and procedures for occupants to follow in an emergency situation. Under this plan the occupants will be informed of:

- How to Report a Fire and other Emergencies
- What to do When an Alarm Sounds
- Evacuation Procedures
- Emergency Organization
- Life-Safety Systems
- Fire Prevention

The Town Administrator's Office serves as the Emergency Coordinator for the EEP and is responsible for its preparation and implementation. Copies of the EEP are maintained by the Town Administrator's Office at 30 Providence Road.

EMERGENCY PHONE NUMBERS

FIRE

MEDICAL

POLICE

911

Grafton Police Department

508-839-2858

Town Administrator's Office

508-839-5335 x1100

BUILDING DESCRIPTION

Grafton Memorial Municipal Center

The Grafton Memorial Municipal Center, located at 30 Providence Road, is a 2-story, mixed occupancy building. The First floor, west wing, is the Grafton Senior Center and the Emergency Shelter (when activated) comprising of offices, dining halls, function rooms, food service areas, and a kitchen. The balance of the first floor and the second floor of the Municipal Center are Town and School Department office space.

Assuming full occupancy, there are approximately as follows:

- 33 occupants on the 1st floor 25 occupants on the 2nd floor
- 5 occupants at the Grafton Senior Center 4 Emergency Shelter, when activated

Primary and secondary stairwells lead directly to the exterior of the building at ground level. Roof access, by authorized personnel only, is via stairwell.

The Memorial Municipal Center is equipped with an Auto Call Fire Alarm System with smoke and heat detectors and manual pull devices. The fire alarm panel is located in the maintenance shop room number 120. Audible and visual signaling devices are located in corridors and common areas. The fire alarm system is connected to a digital communicator.

HOW TO REPORT A FIRE

If you **suspect** a fire in the building dial **911**.

PERSONS DISCOVERING A FIRE, SMOKEY CONDITION, OR EXPLOSION SHOULD

1. Pull the nearest fire alarm/pull station. This will notify the Grafton Fire Department that there is a fire in the building. Fire alarm pull stations are located next to the interior stairwell doors as indicated on the floor evacuation diagram (Appendix A).
2. Call **911** from a safe location to confirm and identify the location of a fire in the building.
3. Walk to the nearest stairway or exit and leave the building.

Small fires in their incipient stage can be extinguished with a fire extinguisher only if the fire alarm has been activated and the user is trained to use a fire extinguisher. Attempt to extinguish or control a fire only if you can do so without endangering your own or anyone else's safety. When attempting to extinguish a fire, the individual must keep his/her back to the exit and never allow a fire to get between the individual and the exit. Occupants should never enter a smoke filled room or open a door if it is warm to the touch.

REPORTING OTHER EMERGENCIES

To report all other emergencies, occupants should call the Grafton Police Department at 508-839-2858. Caller should state name, location, and nature of the call. Caller should speak slowly and clearly and should stay on the line to provide any additional information to the dispatcher and to receive any additional instructions or information.

WHAT TO DO WHEN AN ALARM SOUNDS

- ❖ When a fire alarm device is activated, audible fire alarm horns will sound and visible fire alarm strobe lights will flash. This signals the report of an emergency in the building – **BUILDING EVACUATION MUST BEGIN IMMEDIATELY.**

THE GRAFTON FIRE DEPARTMENT REQUIRES THAT THE BUILDING BE FULLY EVACUATED IN THE EVENT OF A FIRE OR OTHER EMERGENCY.

Additionally, the fire alarm system automatically sends a signal to a central alarm monitoring station, which routes it directly to the Grafton Fire Department indicating that there is an alarm in the building.

EVACUATION PROCEDURES

- ❖ The **Evacuation Signal**, an audible signal, starts and then repeats from low to high. Also, visible alarm strobe lights flash.

If the Evacuation Tone is sounded, individuals should walk to the nearest stairwell or exit and proceed to leave the building. Individuals should NOT use the elevator. Throughout the alarm condition, the fire alarm evacuation signal will continue to sound and strobe lights will continue to flash.

- ❖ **WALK**, don't run, when exiting and keep to the right in hallways. Move any obstructions found in passageways or exits out of the exit path.

The stairwells are equipped with fire-rated doors. Individuals must close the stairwell doors behind them after entering the stairwell. Individuals should also stay to the right when exiting down a stairwell to allow passage by fire department personnel that may be using the stairwell to go up to a fire area. If the stairwell is involved with fire or smoke, or otherwise obstructed, select another approved escape route.

- ❖ **Leave the building**, even if the alarm stops while you are on your way out. No occupant or staff member is permitted to re-enter the building until the Fire Department and or Police give the "all clear."
- ❖ **Floor Evacuation Diagrams** showing escape routes and fire extinguishers locations are posted in corridors on each floor and in individual offices. Floor Evacuation Diagrams designate the nearest stairwell exit from that location. Individuals should follow the escape route to the nearest stairwell exit.

EMERGENCY SHELTER WHEN ACTIVATED

If the alarm sounds when you are sleeping:

- A. Do not sit or stand up if smoke is present – crawl on the floor to the door.
- B. Alert others who are in your room or suite.
- C. Feel the door and the door knob with the back of your hand. If they are hot, seek an alternate exit.
- D. Otherwise, when opening the door, brace yourself against it, and slowly open the door only a crack to check for smoke, heat, or flames. If there are none, proceed as when an alarm sounds (above). However, if there is too much smoke, heat, or flames, close the door and seek an alternate exit. If there is no alternate exit, proceed as follows:
 - 1) Crawl or stay low to the floor where there is cleaner and cooler air. Avoid inhaling the smoke if you can.
 - 2) If exit route is blocked go back to your room and close the door.
 - 3) Dial 911.
 - 4) If windows can be opened, open one window if and only if the fire is not below the window.
 - 5) Make your presence known by periodically appearing at the window. (Wave something light colored such as a towel, shirt, etc.)
 - 6) If you are on the ground or 1st floor, safe evacuation through a window may be possible. To avoid being cut try opening the window first, rather than breaking it.
 - 7) If your clothing catches fire, do not run. Call out for help, then stop, drop, and roll immediately covering your face with your hands. Try to keep fire away from the face and breathing passages.

Fire Drills – Vandalism – False Alarms

- Fire drills are conducted to familiarize everyone with the sound of the alarms. Use the emergency exit locations to evacuate the building safely. These drills are conducted **yearly**.
- Failure to evacuate when the alarm sounds is punishable by disciplinary action.
- Automatic and manual fire alarm systems are provided in all buildings. Damaging these systems is a serious offense and will result in criminal prosecution.
- Creating a false alarm is punishable by fines and a jail term.
- Fire extinguishers are located in all hallways in the building and indicated on the floor evacuation plan. These are to be used for their intended purpose and should not be removed at any other time. People who misuse fire extinguishers are subject to a fine.

Remember
R.A.C.E.

- | | |
|----------------------|--|
| R – RESCUE: | When you discover a fire, rescue, or assist people in immediate danger, only if you can do so safely without endangering yourself. Close all doors as you leave. |
| A – ALARM: | Sound the alarm by activating a fire alarm pull station and/or dialing 911 from a safe location. |
| C – CONFINE: | Close all doors, windows and other openings as you leave, only if you can do so safely. |
| E – EVACUATE: | Immediately evacuate the building. |

OCCUPANTS WITH SPECIAL NEEDS AND/OR DISABILITIES

Individuals who need assistance during an evacuation are encouraged to identify and discuss with someone in advance who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided. (Note registration information below.)

The reported emergency in the building may be such that evacuation may not always be necessary for persons with special needs and/or disabilities. The individual with special needs and/or disabilities should contact the Public Safety Dispatcher at 508-839-2858 for information and instructions.

If the Alarm Sounds:

- Enter the safest area away from danger and call 508-839-2858. Tell the Public Safety Dispatcher your exact location and wait for assistance. Telephones will often work in a burning building. If the telephone does not work, try signaling at a window by waving a cloth or other visible object.
- Call the Public Safety Dispatcher and tell them your location.
- Go to the nearest stairwell away from danger.
- If you are not in immediate danger, allow the majority of traffic to pass before entering the stairwell. Then enter the stairwell and wait on the stairwell landing for emergency personnel.

The Grafton Public Safety Dispatcher will notify the Emergency Response Personnel of any special needs and/or disabled individuals. REGISTRATION by a special needs and/or disabled individual is a voluntary recommendation. Individuals with special needs and/or disability – or who become mobility impaired due to an injury, etc. – are strongly advised to register. Individual evacuation plans can be developed, consistent with individual requirements. (See Appendix C – for the Special Needs/Disability – Registration Form)

Floor Marshals and **Fire Wardens** should notify Emergency Response Personnel of any other non-ambulatory individual or persons with special needs and/or disability they know about who are unable to exit the building unassisted. Transporting of individuals with special needs and/or disability up or down stairwells should be avoided without the assistance of Emergency Response Personnel. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to an area of refuge on the same floor separated by a set of closed fire doors, preferably in close proximity to an evacuation stairwell.

Reminders for persons with special needs and/or disabilities:

- **Take control without depending on others to take the first step**
- **Do not be afraid to let others know when you need assistance**
- **Do not hesitate to communicate what your special needs are in order to make the evacuation easier and safer**
- **Plan ahead – Be prepared**
- **Note EXIT signs, stairwells and location of fire alarm pull stations**

AFTER EXITING THE BUILDING

- ❖ **MOVE AWAY FROM THE BUILDING to avoid danger from falling debris and to allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside of exit doors.**
 - **Individuals exiting the building please go to Designated Meeting Site immediately**

DESIGNATED MEETING SITES

Designated Meeting Sites are locations where occupants of the evacuated building will gather after leaving the building. Their purpose is to group evacuees into specific, safe locations where head counts can be taken to ensure that all occupants have evacuated or to identify persons who may still be inside and in need of rescue. Occupants should learn the location of their site and after evacuating, go to these sites, look for the Floor Marshal's from your floor and gather with other occupants from your floor, department, or area, and remain there for further instructions.

Refer to the Designated Meeting Site Chart on the next page to identify your site.

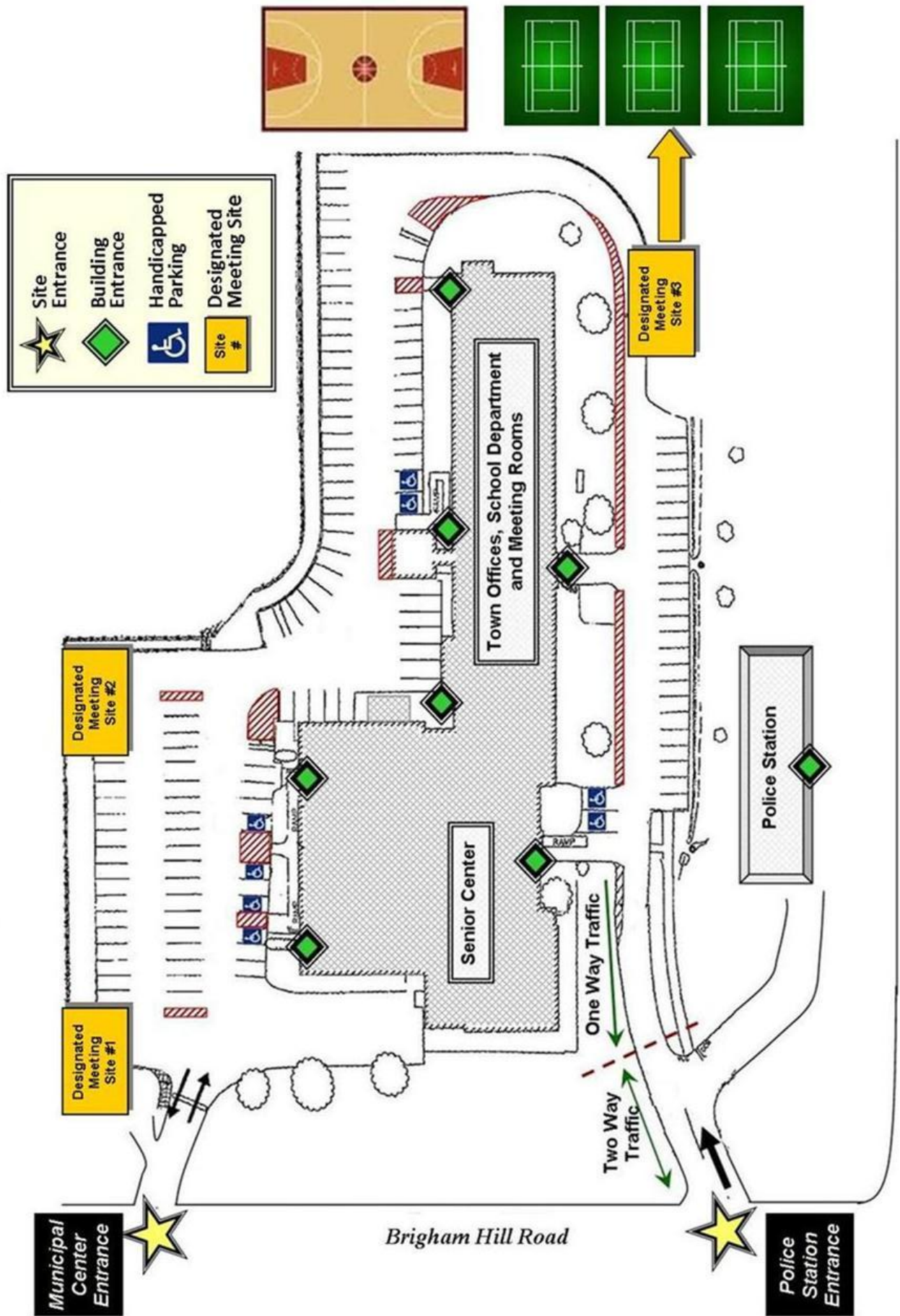
In the event of an evacuation that mandates that the emergency shelter residents be provided with shelter, a Relocation Plan has been developed.

This plan, an addendum to this EEP, is contained in **APPENDIX F.**

Designated Meeting Site Chart

Building Location	Designated Meeting Site	Alternate Designated Meeting Site
Grafton Senior Center	Back of building parking lot Designated Meeting Site #1	School Tennis Courts Designated Meeting Site # 3
Municipal Center 1 st floor	Back of building parking lot Designated Meeting Site #2	School Tennis Courts Designated Meeting Site # 3
Municipal Center 2 nd floor	Back of building parking lot Designated Meeting Site #1	School Tennis Courts Designated Meeting Site # 3
Municipal Center 2 nd floor School Administration Offices	Back of building parking lot Designated Meeting Site #2	School Tennis Courts Designated Meeting Site # 3

Designated Meeting Sites



FLOOR EVACUATION ORGANIZATION

FLOOR MARSHAL

At least one Floor Marshal and one Alternate Floor Marshal will be designated by the Town Administrator for each floor of the building to provide adequate guidance and instruction at the time of an emergency. (See Appendix – D)

Floor Marshals serve as the central EEP liaisons in the event of an evacuation and are trained in the complete building layout, the various primary and secondary escape routes, and evacuation procedures.

Alternates will be familiar with all the Floor Marshal's responsibilities and must be willing to assist during an evacuation or to take charge in the absence of the Floor Marshal.

Note that Floor Marshals are not members of the Police Department or Fire Department, nor are they trained to provide emergency response, other than as identified below. Floor Marshals have been directed to ensure their personal safety while carrying out their responsibilities. It is possible that the Floor Marshal and the Alternate will both be out of the building at the time an alarm sounds.

Therefore, building occupants should ensure that they are familiar with the procedures in this EEP, because it is possible that no Floor Marshal or Alternate will be available during an emergency or evacuation.

FLOOR MARSHAL RESPONSIBILITIES

- To be trained and familiar with evacuation procedures, building layout and primary and secondary escape routes.
- To provide evacuation procedure information and guidance to occupants for use in the event of an evacuation.
- To check all areas of their floor (if they can do so safely) to ensure that occupants have vacated the floor in the event of an evacuation.
- To notify emergency response personnel of any persons they know about who have special needs or disabilities, or other non-ambulatory individuals who are unable to exit the building unassisted.
- To know the Designated Meeting Sites for their floor and to communicate this information to occupants in the event of an evacuation.
- To maintain a list of the occupants on their floor which they take with them when evacuating and use to conduct occupant head counts.
- To assemble with the occupants of their floor at the Designated Meeting Site – conduct a head count if required –and notify emergency response personnel of any persons who cannot be accounted for and may require rescue from the building.
- All departments are responsible for their visitors.

FIRE WARDEN RESPONSIBILITIES

Fire Warden's responsibilities are similar to those of a Floor Marshal, as applied to the individual department or tenant:

- To be trained and familiar with evacuation procedures and primary and secondary escape routes from their area.
- To familiarize the department or tenant occupants with emergency procedures and provide guidance to occupants in the event of an evacuation.
- To check their entire area (if they can do so safely) to ensure that occupants have vacated the area in the event of an evacuation.
- To notify emergency response personnel of any persons they know about who have special needs or disabilities, or other non-ambulatory individuals who are unable to exit the buildings unassisted.
- To know the departments or tenants Designated Meeting Site and to communicate this information to occupants in the event of an evacuation.
- To maintain a list of the occupants of their area which they take with them when evacuating and use to assist with the conducting of occupant head counts.
- To assemble with the occupants of their area at the Designated Meeting Site, conduct a head count if required and notify the Floor Marshal or emergency response personnel of any persons who cannot be accounted for and may require rescue from the building.

As with Floor Marshals, Fire Wardens are not members of the Fire or Police Department, nor are they trained to provide emergency response, other than as identified above. Fire Wardens have been directed to ensure their personal safety while carrying out their responsibilities. It is possible that the Fire Warden and the Alternate will both be out of the building at the time an alarm sounds. Therefore, building occupants should ensure that they are familiar with the procedures in this EEP, because it is possible that no Fire Warden or Alternate will be available during an emergency or evacuation.

DEPARTMENT /RESPONSIBILITIES

Individual departments and other occupants of the building, in conjunction with the Town Administrator's Office, are responsible for the ongoing implementation of the EEP. Departments and occupants are responsible for:

- Ensuring that occupants and employees receive a copy of the EEP and become familiar with its contents.
 - Designated Floor Marshals and Fire Wardens, at the direction of the Town Administrator's Office, will be directly responsible for EEP distribution and familiarization.
- Ensuring that employees know the route to the stairwell nearest to their location and an alternate exit.
- Ensuring that employees know the location of fire alarm pull stations and fire equipment.

RESCUE AND MEDICAL RESPONSIBILITY

The Grafton Fire Department is responsible for rescue and extinguishment of fire. Emergency Medical Technicians (EMTs) will assist with rescue and emergency medical duties as requested by the Grafton Fire Department.

Injured people will not be moved. The injured will be instructed to lie down and will be covered, kept warm and as comfortable as possible.

SPECIAL NEEDS/ DISABILITY AIDES

An individual with special needs and/or a disability may independently arrange in advance for a person to serve as a Special Needs/Disability Aide. Such an aide may assist in ensuring the safety of the individual needing physical assistance during an evacuation.

LIFE-SAFETY SYSTEMS

Smoke Detectors

Smoke detectors provide the initial warning signal of a fire in the building. They are installed in each floor elevator lobby, other common areas, as well as mechanical and telecommunications room. If a smoke detector in the elevator lobbies is activated, it will cause the elevator to return to the lobby level or an alternate floor, preventing an elevator with passengers from stopping at the floor of incidence. The activation of a smoke detector will initiate the alarm sequence and will alert the Grafton Fire Department and Police Department.

Fire-Alarm Pull Stations

Fire Alarm pull stations are located next to the stairwells on each floor. These stations, when activated, will initiate the fire alarm sequence and automatically alert the Grafton Fire Department and Police Department. All building occupants should familiarize themselves with the location of pull stations in their areas and all areas that are designated as exits.

Fire Horns and Strobe Lights

The audiovisual fire alarm signals for the building are horns and ADA approved strobe lights. These devices are located throughout each floor in the building to provide total communication during an emergency situation.

Fire Extinguishers

Fire extinguishers are installed on every floor. They are the dry chemical type extinguishers that are effective on class A, B, and C fires. Depending on the size and design of the floor, there may be several extinguishers located at strategic locations throughout the floor. Building occupants should familiarize themselves with the location of extinguishers in or near their area.

Elevator

The elevator is not to be used during a fire or an emergency situation. The Grafton Fire Department must be able to access the elevator in order to transport their personnel to various floors and to evacuate individuals needing physical assistance.

Stairwell Door

All of the buildings stairwell doors are fire-rated and are designed to prevent fire and smoke from spreading from floor to floor. ***Do not block or hold these doors open during an evacuation, as this will allow smoke to enter the stairwells.***

Emergency Lighting

Emergency lighting is installed in the building stairwells, corridors and common areas to provide assistance for individuals during an emergency situation. Emergency lighting is activated if there is a loss of electrical power in the building.

EEP ADMINISTRATION

Guidelines & Coordination

The Town Administrator's office is responsible for overseeing the development, communication, implementation and management of the overall EEP. The intent of the EEP is to communicate, instruct, and familiarize building occupants and employees in safe evacuation procedures. This is accomplished by one or several methods:

- At the beginning of each year, building occupants will receive instructional materials in life/safety procedures.
- New staff and faculty will receive instruction and materials in life/safety procedures from the Town Administrator's office during the new employee orientation program.
- Departmental staff, employees, and other building occupants will receive EEP life/safety procedures instruction from Floor Marshals and Fire Wardens.

The EEP, including Floor Evacuation Diagrams, which will be distributed, will be the main instruments for all life/safety evacuation procedure instruction and familiarization.

Responsibilities

The Town Administrator is responsible for:

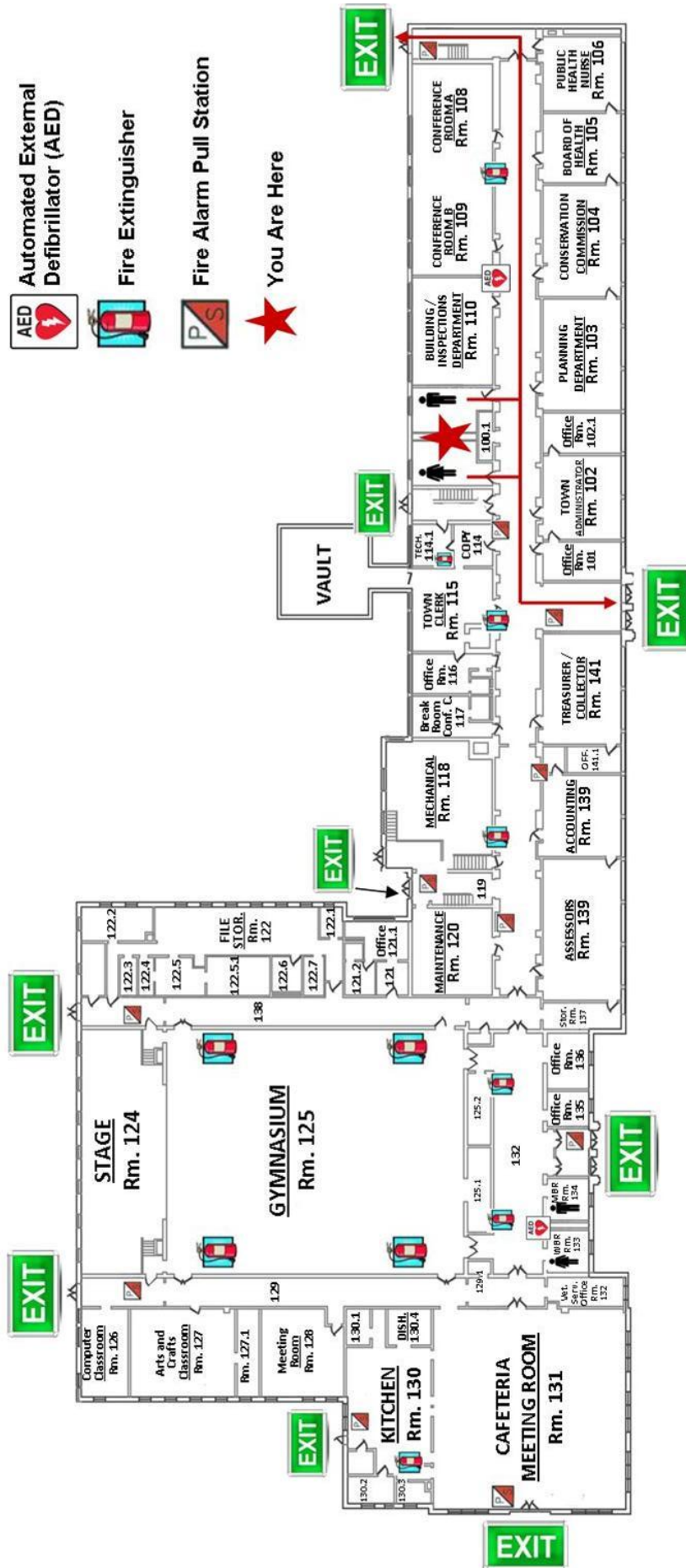
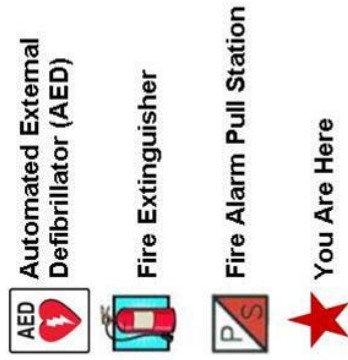
- Overseeing the development, communication, implementation and maintenance of the overall EEP.
- Ensuring the instruction of Floor Marshals, Fire Wardens, and building occupants in their responsibilities, life/safety procedures and the EEP.
- Establishing Designated Meeting Sites for evacuees.
- Ensuring that the workplace and evacuation routes are maintained in a safe and orderly manner. All deficiencies that might compromise safety should be reported to the Town Administrator for repair or correction.
- Obtaining and posting Floor Evacuation Diagrams within traffic routes.
- Maintaining current lists of building occupants and any other personnel with assigned duties under this EEP. (*Appendix E*)
- Review and update the plan annually or as required.

APPENDIX A – Floor Evacuation Diagrams

Floor Evacuation Diagrams show the general physical layout or arrangement of the floor. Each stairway is identified, and the route from where the diagram is posted to the Primary (nearest) stairway exit is indicated. The diagram also identifies the location of Fire Alarm Pull Stations. Floor Evacuation Diagram(s) for the location occupied is in conjunction with distribution of this EEP. Floor Evacuation Diagrams are available from the Town Administrator.

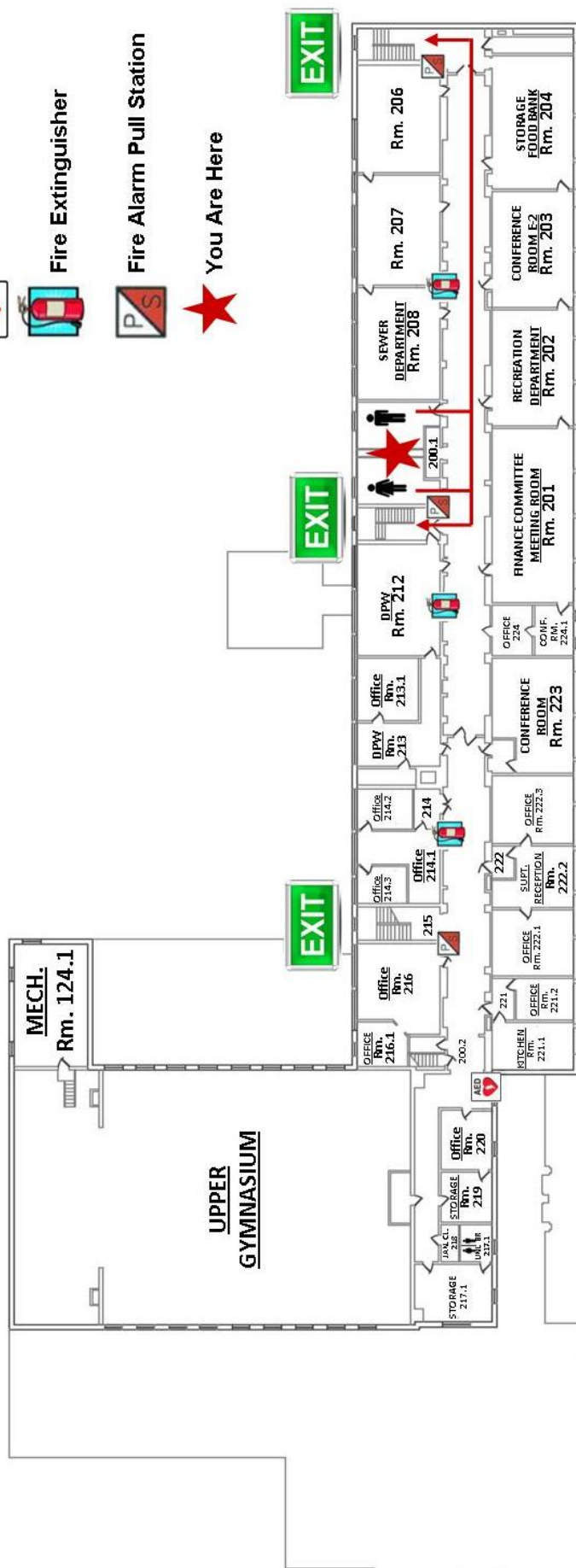
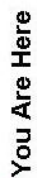
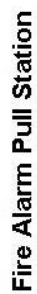
GRAFTON MEMORIAL MUNICIPAL CENTER **30 PROVIDENCE ROAD, GRAFTON, MA**

LEGEND



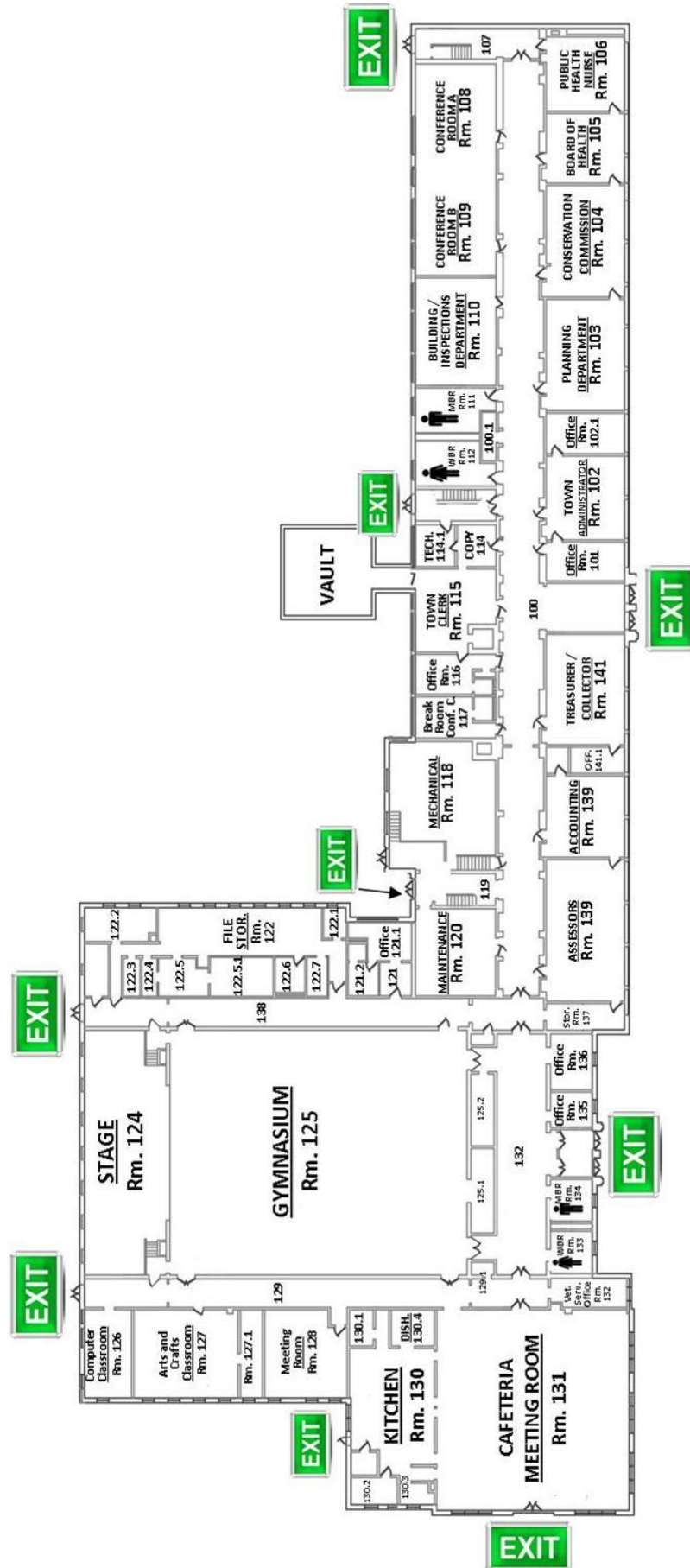
FIRST FLOOR PLAN **SAMPLE: EMERGENCY EVACUATION PLAN**

LEGEND



APPENDIX B – Floor and Room Numbering Diagrams

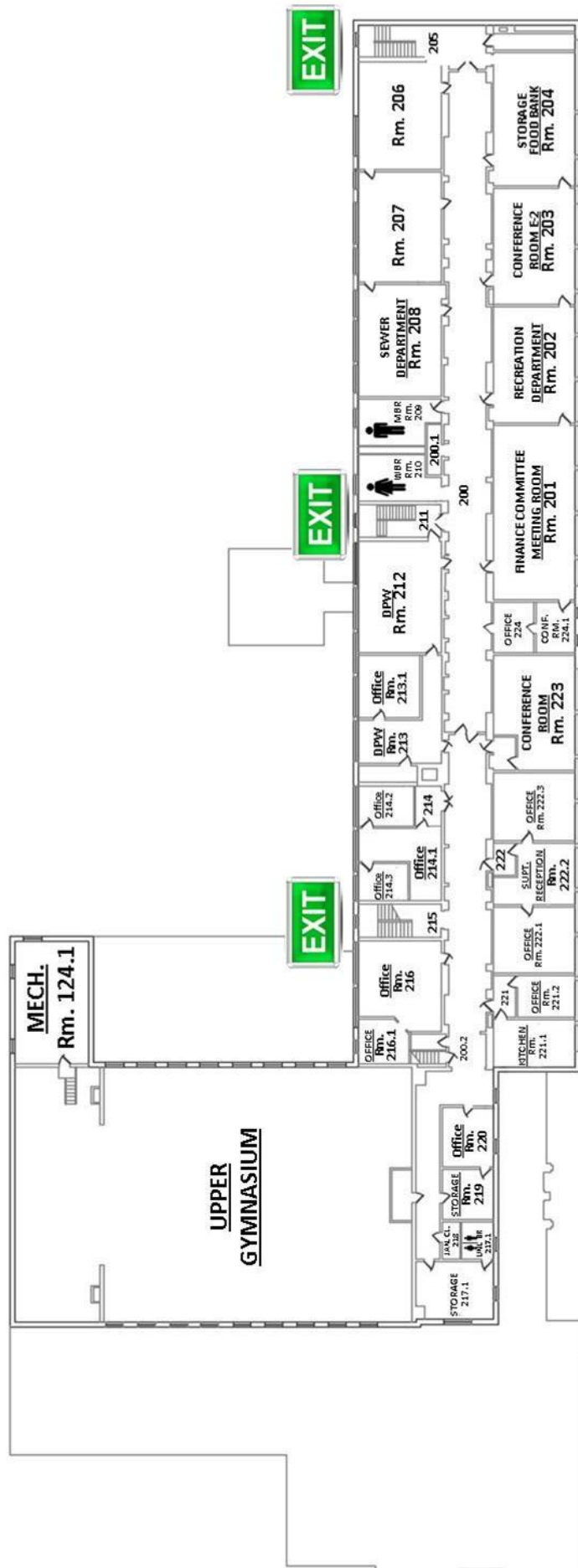
Floor and Room Numbering Diagrams show the general physical layout or arrangement of the floor. Each room, hallway, storage, stairway, exit and mechanical space are labeled.



FIRST FLOOR PLAN

EXITS, BATHROOMS & ROOM NUMBERS

GRAFTON MEMORIAL MUNICIPAL CENTER 30 PROVIDENCE ROAD, GRAFTON, MA



SECOND FLOOR PLAN EXITS, BATHROOMS & ROOM NUMBERS

APPENDIX C — Special Needs / Disability - Registration

Form TO: **Grafton Fire Department & Police Department**

FROM: _____
(name of individual with special needs / disability) (title & company / dept., if applicable)

DATE: _____

RE: **EVACUATION PLAN** FOR: _____
(individuals full name) PLEASE PRINT

This memo is intended to set into place evacuation plans for:

_____ located at _____
(name of individual with special needs / disability) (street address)
_____, _____, _____ who has a (check one) _____ long term,
(floor no.) (office or room number) (phone number)
_____ short term disability resulting from _____.

IN THE EVENT OF A FIRE ALARM:

1. _____ will call the **Grafton Fire Department / Police** Department
(name of individual)
911 or as quickly as possible upon the sounding of the alarm and will inform the dispatcher
that: _____ is present in _____
(name of individual with special needs / disability) (building)
and where he/she is located, according to floor number and room number.
2. Unless otherwise directed by Public Safety _____ will remain in the
location at the time of reporting. (first name of individual)
3. _____ a member of _____ will wait with him/her.
If Applicable - (companion s name) (organization)
4. _____ will be notified of scheduled drills and will not be required
(first name of individual)
to evacuate.
5. After being notified of any false alarm, a member of the **Grafton Fire Department or Police**
Department will inform _____ of the same.
(first name of individual)
6. In the event of an actual emergency city emergency personnel will be informed of
_____ location for further evacuation efforts.
(first name of individual)
7. _____ will inform all parties at such time as these procedures
(full name of individual)
are no longer required.

(Signature of individual with special needs / disability)

APPENDIX D — DESIGNATED FLOOR MARSHAL / FIRE WARDENS

FLOOR MARSHAL(S) & FIRE WARDENS – Normal Business Hours – 8:30 am to 4:30 pm

FLOOR	FLOOR MARSHALL	ALTERNATE	DEPARTMENT / TENANT	FIRE WARDEN	ALTERNATE
Alternate Marshals report to Marshal	Tim McInerney		Administrator's Office		
	Kevin Mizikar		Planning		
			Conservation		
			Board of Health		
			Building Dept.	Jim Callaghan	Cindy Ide
			Town Clerk's Office		
			Maintenance		
			Assessors		
			Accounting		
1 st Floor		Tammy Kalinowski	Treasurer / Collector Office	Patricia Fay	Chris Caron
			Conference Room E-2		
			Finance Committee Meeting Room		
			DPW / Engineering		
			Recreation		
			Sewer	Lynn Thurlow	Mary Murray
			Veteran's Services		
2 nd Floor except School offices		Ann Morgan	Council on Aging	Barbara Connelly	Nancy Malone
2 nd Floor		Terry Tracy	School Dept. Central Offices	Nancy Goodspeed	Lynn Leofanti
		James Cummings			

APPENDIX D — DESIGNATED FLOOR MARSHAL / FIRE WARDEN

FLOOR MARSHAL & FIRE WARDENS After Business Hours 4:30 pm – 11:00 pm

FLOOR	FLOOR MARSHAL	DEPARTMENT / TENANT	FIRE WARDEN
All fire wardens report to Floor Marshal	Paul Pollinger	Affordable Housing Trust	
		Agricultural Commission	
		Ambulance Committee	
		Board of Assessors	
		Board of Fire Engineers	
		Board of Health	
		Board of Library Trustees - Grafton Public Library	
		Board of Library Trustees - Nelson Library	
		Board of Selectmen	
		Board of Sewer Commissioners	
		Cable Television Oversight Committee	
		Capital Improvement Planning Committee	
		Commission on Disability	
		Community Preservation Committee	
		Conservation Commission	
		DPW Facility Building Committee	
		Economic Development Commission	
		Emergency Management Agency	
		Energy Study Committee	
		Finance Committee	
		Grafton Cultural Council	
		Grafton Historic District Commission	
		Grafton Historical Commission	

APPENDIX D — DESIGNATED FLOOR MARSHALL FIRE WARDEN

FLOOR MARSHALL & FIRE WARDENS After Business Hours 4:30pm-11pm

FLOOR	FLOOR MARSHAL	DEPARTMENT / TENANT	FIRE WARDEN
All fire wardens report to Floor Marshal	Paul Pollinger	Grafton Housing Authority	
		Grafton Town House Oversight Committee	
		Information Technology Committee	
		Personnel Advisory Committee	
		Planning Board	
		Public Works Advisory Committee	
		Recreation Commission	
		Recycling Committee	
		School Committee	
		Secondary School Building Committee	
		Shared Services Committee	
		Sign By-Law Study Committee	
		South Grafton Community House Oversight Committee	
		Super Park Study Committee	
		Together We Can	
		Traffic Safety Committee	
		Trustees of Soldiers Memorials	
		Zoning Board of Appeals	
		Other Users & Non-Governmental Users	

APPENDIX E – BUILDING OCCUPANT LISTS

The Building Occupant Lists are obtained and maintained by the Town Administrator's Office. Occupant Lists are provided to the Grafton Fire Department, Police Department, and Floor Marshals. They are used to conduct occupant head counts when an evacuation occurs.

Building Occupant Lists will include:

- (a) List of all employees of each department located on each floor of the building.
- (b) List of all employees of each commercial tenant located on each floor of the building.

Grafton Town Offices - Occupant List

Accounting

Patricia Fay
Yajaila Ramos

Conservation

Linda Dettloff
Jayne Zwicker

Maintenance

Christopher Caron
Paul Pollinger
Francis Casey

Town Administrator

Tim McInerney
Kevin Mizikar
Cindy Ide
Rebecca Meekins

Assessors

Jennifer Sclar
Tammy Kalinowski
Seth Woolard

Council On Aging

Barbara Connelly
Martha Chartier
Bryan Dudley
Karen Kosiba
Nancy Malone
Lisa Kelley

Planning

Stephen Bishop
Donna Kinchla
Ann Morgan

Town Clerk

Donna Girouard
Kandy Lavallee

Board of Health

Lois Luniewicz
Nancy Connors
Dawn Farmer
Trish Parent

Recreation

Betty Wright
John Stephens
Lynn Thurlow
Brenda Armstrong

Treasurer / Collector

Jessica Gomez
Sue Rogers
Joann Haffty
Donna Morgan
Erin Presscott

Building

Robert Berger
James Callaghan
Tom Frederico
Katrina Koshivos

DPW

Beth Thurlow
Marlene Budge
Jon Sclar

Sewer

Mary Murray
Galen Holmes

Veteran's Agent

George Perry

Grafton Public School Central Office Occupant List

Buildings and Grounds

Anthony LeMay

Special Education

Arnold Lundwall
Lynn Dolson
Kimberly Sabourin
Gail Reardon

Superintendent's Office

James Cummings
Lucille Boutiette
Lynn Leofanti
Nancy Goodspeed
Mary Lemay

Finance

Teresa Tracy
Rose Page
Connie Smith
Denise Nault

Technology

Marcia Pereira

APPENDIX F RELOCATION PLAN EMERGENCY SHELTER RESIDENTS

Purpose

To provide a designated alternate facility for residents of emergency shelter residents in the event of a mandated evacuation that does not allow residents to return to emergency shelter residents or other situations that mandate the residents be provided immediate shelter.

Designated Alternate Facilities

This section is reserved for future Designated Alternate Facilities

Departmental Responsibilities

Public Safety will:

**APPENDIX G: Emergency Evacuation Plan
Quick Guide: Municipal Center
Regular Business Hours**

Emergency Phone Numbers

FIRE

MEDICAL

POLICE

911

Grafton Police Department

508-839-2858

Town Administrator's Office

508-839-5335 x1100

WHAT TO DO WHEN AN ALARM SOUNDS

- ❖ When a fire alarm device is activated, audible fire alarm horns will sound and visible fire alarm strobe lights will flash. This signals the report of an emergency in the building – **BUILDING EVACUATION MUST BEGIN IMMEDIATELY.**

Evacuation Procedure

- ❖ The **Evacuation Signal** an audible signal starts and then repeats from low to high. Also, visible alarm strobe lights flash.
- ❖ **WALK**, don't run, when exiting and keep to the right in hallways.
- ❖ Move any obstructions found in passageways or exits out of the exit path.
- ❖ **Leave the building**, even if the alarm stops while you are on your way out.
No occupant or staff member is permitted to re-enter the building until the Fire Department and or Police give the "all clear".
- ❖ **Floor Evacuation Diagrams** showing escape routes are posted in corridors on each floor and individual office's. Floor Evacuation Diagrams designate the nearest stairwell exit from that location. Individuals should follow the escape route to the nearest stairwell exit.

Remember **R.A.C.E.**

- R – RESCUE:** When you discover a fire, rescue, or assist people in immediate danger, only if you can do so safely without endangering yourself. Close all doors as you leave.
- A – ALARM:** Sound the alarm by activating a fire alarm pull station and/or dialing 911 from a safe location.
- C – CONFINE:** Close all doors, windows and other openings as you leave, only if you can do so safely.
- E – EVACUATE:** Immediately evacuate the building.

AFTER EXITING THE BUILDING

- ❖ **MOVE AWAY FROM THE BUILDING** to avoid danger from falling debris and to allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside of exit doors.
- ❖ **Individuals exiting** the building please go to Designated Meeting Site immediately.

APPENDIX H: Emergency Evacuation Plan

Quick Guide: After Hours Use Of Municipal Center

Emergency Phone Number

FIRE	MEDICAL 911	POLICE
Grafton Police Department 508-839-2858		

WHAT TO DO WHEN AN ALARM SOUNDS

EVACUATE THE BUILDING **IMMEDIATELY.**

EVACUATION PROCEDURES

- ❖ The **Evacuation Signal** an audible signal starts and then repeats from low to high. Also, visible alarm strobe lights flash.
- ❖ **WALK**, don't run, when exiting and keep to the right in hallways. Move any obstructions found in passageways or exits out of the exit path.
- ❖ **Leave the building**, even if the alarm stops while you are on your way out. ***Do not re-enter the building until the Fire Department and/or Police give the "all clear".***
- ❖ **Floor Evacuation Diagrams** showing escape routes are posted in corridors on each floor and individual office's. Floor Evacuation Diagrams designate the nearest stairwell exit from that location. Individuals should follow the escape route to the nearest stairwell exit.

Remember R.A.C.E.

- | | |
|----------------------|--|
| R – RESCUE: | When you discover a fire, rescue, or assist people in immediate danger, only if you can do so safely without endangering yourself. Close all doors as you leave. |
| A – ALARM: | Sound the alarm by activating a fire alarm pull station and/or dialing 911 from a safe location. |
| C – CONFINE: | Close all doors, windows and other openings as you leave, only if you can do so safely. |
| E – EVACUATE: | Immediately evacuate the building. |

AFTER EXITING THE BUILDING

- ❖ **MOVE AWAY FROM THE BUILDING** to avoid danger from falling debris and to allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside of exit doors.
- ❖ **Individuals exiting** the building please go to the Designated Meeting Site immediately and report to the Nighttime Maintenance personnel. Inform him as to the number of people in your meeting, the meeting room you were in, and that all people have exited the building safely.

Designated Meeting Sites

